

Part C State Performance Plan (SPP) for 2005-2010**Overview of the State Performance Plan Development:**

See page 1 of the State Performance Plan

Monitoring Priority: Effective General Supervision Part C / General Supervision

Indicator 14: State reported data (618 and State Performance Plan and Annual Performance Report) are timely and accurate.

(20 U.S.C. 1416(a)(3)(B) and 1442)

Measurement:

State reported data, including 618 data, State performance plan, and annual performance reports, are:

- a. Submitted on or before due dates (February 1 for child count, including race and ethnicity, settings and November 1 for exiting, personnel, dispute resolution); and
- b. Accurate (describe mechanisms for ensuring accuracy).

Overview of Issue/Description of System or Process:

South Dakota Part C has a software/billing system which provides data for the Birth to 3 Connections program and to meet the OSEP federal requirements. Data are encoded from each IFSP, PLR, survey, exiting data etc. on each child and provider within the Part C system.

All completed IFSPs (initial and reviewed) are submitted to the state by the service coordinator within 30 days of the IFSP meeting. State staff reviews the IFSP to verify accuracy and completeness. State staff follows up with the service coordinator if inaccuracies are found. Upon completion of this process, data are entered into the state Birth to Three data system. In addition, the data system includes built-in error pop-ups as part of data verification. *A child count report is generated and sent to each service coordinator for verification. The report is signed off by each service coordinator. Necessary corrections are made as a result of this process. The Birth to 3 Connections service coordinators and state staff verifies the child count data each year to ensure accurate data.*

Baseline Data for FFY 2004 (2004-2005)

All required 618 and APR data are confirmed as accurate and submitted on or before due dates.

Discussion of Baseline Data:

Data submitted are verified by State Part C staff. The computer software system also ensures data are accurate before accepting the data into the system.

FFY	Measurable and Rigorous Target
2005 (2005-2006)	100% of required 618 and APR data are confirmed as accurate and submitted on or before due dates.
2006	100% of required 618 and APR data are confirmed as accurate and submitted on

(2006-2007)	or before due.
2007 (2007-2008)	100% of required 618 and APR data are confirmed as accurate and submitted on or before due dates.
2008 (2008-2009)	100% of required 618 and APR data are confirmed as accurate and submitted on or before due dates.
2009 (2009-2010)	100% of required 618 and APR data are confirmed as accurate and submitted on or before due dates.
2010 (2010-2011)	100% of required 618 and APR data are confirmed as accurate and submitted on or before due dates.

Improvement Activities/Timelines/Resources:

Improvement Activities	Resources	Timelines
Training for data manager	<ul style="list-style-type: none"> Westat Data Manger Conference 	<ul style="list-style-type: none"> August 2005 – June 30, 2011
Decisions will be made regarding plans for additions to the data system	<ul style="list-style-type: none"> State staff Bureau of Information and Telecommunications staff 	<ul style="list-style-type: none"> December 2005
Changes will be made to the data system	<ul style="list-style-type: none"> State staff Bureau of Information and Telecommunications staff 	<ul style="list-style-type: none"> January 2006
<i>Report Child Count data February 1st of each year</i>	<ul style="list-style-type: none"> State staff 	<ul style="list-style-type: none"> 2005-2011
<i>Exiting and dispute resolution data will be reported November 1st of each year.</i>	<ul style="list-style-type: none"> State staff 	<ul style="list-style-type: none"> 2006-2011
Quarterly meeting with Bureau of Information and Telecommunications staff regarding the data software and data reports.	<ul style="list-style-type: none"> State staff Bureau of Information and Telecommunications staff 	<ul style="list-style-type: none"> Dec. 2005 – June 30, 2011

